

**BOARD OF FIRE COMMISSIONERS  
DRAFT REGULAR MEETING MINUTES  
TUESDAY, APRIL 2, 2019  
5:30 P.M. – GUILFORD FIRE HEADQUARTERS**

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Present: Commissioners: Barbara Hemming, Josh Hershman,  
and Chairman Ken Wilson

Department Members: Chief Charles Herrschaft; Assistant Chief Mike Shove; Deputy Chief  
Ken Maginniss; Firefighter Steve LaPaglia, IAFF ; Captain James  
Considine

Commissioner Wilson called the meeting to order at 5:31 p.m.

**1. Public Forum**

None

**2. Approve minutes of:**

**2.1 Approve minutes of the March 5, 2019 regular meeting**

This item was tabled due to the lack of a quorum present for this meeting.

**3. Chairman's Report**

**3.1 Correspondence and Notices**

Chairman Wilson shared a thank you note from a resident.

**3.2 Other Information**

Chairman Wilson will be meeting with First Selectman Hoey tomorrow morning.

**4. Departmental Officers and/or Committee Reports:**

**4.1 Fire Chief/Fire Marshal's Report**

The Chief has received a commitment from the vendor that the rescue truck is scheduled to be completed by May 15, 2019. Anyone wishing to monitor the progress of the truck assembly can view pictures on the website. The body will be coming off the chassis to be painted.

Members of the department's truck committee will be conducting two more inspections prior to taking delivery of the truck.

#### **4.2 Assistant Chief's Activity Report(s)**

There were 271 calls last month. Average attendance at a structure fire was 9.

The average response time for all calls town-wide was below average at 7 minutes. The average response time for North Guilford was 8 minutes and 24 seconds, which is below the target of 9 minutes.

At July 1, North Guilford will have been staffed for a full year, which should provide sufficient information to do a comparison of the call volume and response times in North Guilford.

The SAFER reimbursement for September – December, 2018 has been received and credited to the Full Time Salaries account.

A SAFER grant reimbursement request for January – March, 2019 will be submitted soon.

The Port Security grant for the Fire boat upgrades is closed. The AIS and GIS system updates were successfully installed, the boat is in the water, and training on the upgraded systems is in process.

### **5. Monthly Business:**

#### **5.1 Status of Budgets**

The budget is problematic. The Vehicle Maintenance account has \$315.20 left, and \$19,000 in encumbrances. Operating Supplies is over by \$9,000. Two long term injuries have had an impact on the salaries lines, and the increase in call volume has had an impact on the supplies line. All encumbrances will be used.

It was noted that the report that was presented to the Commissioners did not include the recent grant reimbursements.

In response to a question from Commissioner Hershman, the Chief explained that in the current fiscal year's budget, the maintenance line was reduced. He did not allow any reductions to that line for the upcoming FY2019-20.

#### **5.2 Consider and take action on monthly Department Expenditures**

Expenses totaled \$60,273.93. There were several invoices related to serious issues with the HVAC system. The Chief is hoping that the Sustainable Guilford Task Force may be able to make some recommendations relative to possible savings.

An expense for Shoreline Associates is related to testing for the firefighter candidates, and will be offset by the fees charged to the candidates.

A payment to Shipman is for annual OSHA mandated airpak maintenance.

Due to a backlog at the State Police, background testing has been outsourced to a private company.

*Motion: Upon a motion by Commissioner Hemming, and seconded by Commissioner Hershman, the Board of Fire Commissioners voted to approve the monthly expenses in the amount of \$60,273.93.*

*In Favor: Hemming, Hershman, Wilson*

*Opposed: None*

*Abstained: None*

### **5.3 Receive Revenue Report**

Revenues through February 28, 2019 should be at 58.1%, and are at 70.1%, putting revenue 12% over what was projected. The office staff has done an excellent job keeping up with the billing, and the ESO program, headed by Captain Considine, has made a remarkable improvement in communications between the department and the hospitals. Guilford has a 94% compliance rate, the highest in the region.

Revenues are on track to exceed the target.

The department responded to 173 ambulance calls in March, 138 of which were billable.

### **6. Old Business:**

None

### **7. New Business:**

Chairman Wilson asked Firefighters Considine and LaPaglia to pass along to the staff the Commission's appreciation for all of their efforts and hard work.

### **8. Public Forum:**

None

*Motion: Upon a motion by Commissioner Hershman, and seconded by Commissioner Hemming, the Board of Fire Commissioners voted to adjourn at 5:52 p.m.*

*In Favor: Hemming, Hershman, Wilson*

*Opposed: None*

*Abstained: None*

Respectfully Submitted,  
*Karen Quercia*  
Clerk